

INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: May 16, 2008

From: Rebecca Carter, Director of Regulatory Compliance

**Subject: UNIVERSITY OF PHOENIX – INDIANAPOLIS & MERRILLVILLE
NEW DEGREE APPLICATIONS**

Staff Recommendation

The commission staff recommends that **University of Phoenix – Indianapolis and Merrillville** be granted the authority to award the Bachelor of Science degree and the Masters of Arts degree in the following programs *with the stipulation that the Instructor Qualification Record forms will be submitted to the commission staff for review prior to the start of the few classes in these programs:*

BS – Education/Elementary

MA – Education/Elementary Teacher Education

MA - Education/Secondary Teacher Education

Background Information

University of Phoenix is regional accredited by the North Central Association of Colleges and Schools.

The bachelor of science degree program consists of 120 semester-credit hours of training, and the Master of Arts degree programs are comprised of 47 and 35 semester-credit hours of training respectively. The Instructor Qualification Record forms will be submitted prior to the start date of the first class enrolled.

Supportive Documentation

1. Degree Applications
2. Instructor Qualification Record forms

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution University of Phoenix – Indianapolis & Merrillville

Name of Program Bachelor of Science in Education/Elementary

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Austin Rhodes, Asst. General Counsel

Telephone Number 602-557-1795 **Application Type**

Date the Form was Prepared February 19, 2008 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Education/Elementary (BSEd-E) is an undergraduate degree program preparing candidates for teacher licensure. The guiding philosophy of the BSEd-E program is to provide students with the skills and knowledge that will allow them to become competent and effective educators. This program focuses on elementary student learning by developing the skills of the educator responsible for that learning.

Student teaching is an integral component of the program. It provides students with a field-based experience at the appropriate grade and content level. Student teachers work with a cooperating teacher from a school site and with a University of Phoenix faculty advisor. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and to present individuals with growth opportunities that best prepare them to assume the duties of a certified classroom teacher.

Throughout the program, students are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels. The focus of each observation will relate to specific course content. Documentation will be maintained in the student's professional portfolio.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Bachelor of Science in Education/Elementary

TOTAL COURSE HOURS: 120 Check one: Quarter Hours ☐ ☒ Semester Hours

Check one: Quarter Hours ☐

Semester Hours ☐

Clock Hours

LENGTH OF PROGRAM: 200 weeks TUITION: \$353 credit hour

TUITION: \$353 credit hour

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GEN/300	Skills for Professional Development	3
EDU/300	Orientation to Teacher Education	0
EDU/301	Foundations of Education	3
EDU/305	Child Development	3
EDU/310	Models and Theories of Instruction	3
EDU/390	Elementary Education Seminar	1
EDU/320	Classroom Management	3
EED/400	Assessment in Elementary Education	3
SPE/300	Orientation to the Exceptional Child	3
RDG/410	Elementary Methods - Reading/Language Arts	3
EED/415	Elementary Methods - Mathematics	3
EED/420	Elementary Methods - Science	3
EED/425	Elementary Methods - Health/P.E.	3
EED/430	Elementary Methods - Social Studies	3
EED/435	Elementary Methods - Fine Arts	3
RDG/415	Diagnosis and REmediaton of Reading Difficulties	3
EED/490	Elementary Student Teaching, Seminar I	4
EED/495	Elementary Student Teaching, Seminar II	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
varied	English/Language Arts	12
varied	Mathematics	12
varied	Physical/Biological Sciences	9
varied	Social Studies	12
varied	Fine Arts	6
varied	Content Area	18

Number of Credit/Clock Hrs. in Specialty: 51 / Percentage: 43%
Number of Credit/Clock Hrs. in General Courses: 69 / Percentage: 57%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Overview of the University Library

University of Phoenix is home to an extensive state-of-the-art digital library that uses current information technology to provide relevant and timely information in support of the learning process. This medium of retrieving scholarly and professional material is uniquely suited to the mission of this University, an institution that exists to serve the large population of working adults, both students and faculty, and provides programs primarily in professional and managerial disciplines. The online distribution of scholarly resources provides functional access to the kinds of information University of Phoenix students are expected to use throughout academic programs and careers.

The University Library serves the academic research needs of students, faculty, staff, and alumni of University of Phoenix. The Dean of University Learning Resources and an experienced team under the Dean's management ensure that a comprehensive array of information resources and services are available to all University of Phoenix users, regardless of location, degree program, or modality of instruction.

Library Staffing

The Dean's direct reports include an Assistant University Librarian, who manages most relationships with the Library's information providers; a Web Developer, who ensures the technical infrastructure of the Library; an Operations Supervisor, who oversees all customer service transactions; and a team of experienced reference librarians, each one of whom holds a master's degree in library science from an institution accredited by the American Library Association, the pre-eminent accrediting body for institutions offering graduate library education in the United States and Canada.

University library staffing levels are as follows:

Dean and University Librarian 1

Assistant University Librarian 1

<u>Part-Time Librarians</u>	<u>5</u>
<u>Web Developer</u>	<u>1</u>
<u>Web Content Administrator</u>	<u>1</u>
<u>Library Documentation Administrator</u>	<u>1</u>
<u>Library Operations Supervisor</u>	<u>1</u>
<u>Library Research Specialists</u>	<u>4</u>

Because the University provides the same centrally managed resources and services to all students regardless of location, these employees are based at the University's central offices in Phoenix rather than at a specific campus location. Virtually all library resources and services are available at all times via the Web. Research guidance and document/delivery functions are available seven days a week.

2. Number of volumes of professional material:

The University of Phoenix Library has several thousand volumes of ebooks available, as well as access to several million hard copy volumes via interlibrary loan services. Other library materials include over 100,000 online, full-text dissertations, financial reports on over 10,000 public companies, and numerous reference sources.

The University Library subscribes to a broad spectrum of online information resources. These database subscriptions provide access to scholarly content generally unavailable through free Web search utilities. Resources are selected by the Assistant University Librarian acting in consultation with the deans and faculty of University of Phoenix. Student and faculty suggestions are an important input into the purchasing process, and several resource acquisitions have resulted from user suggestions.

At the present time, the University Library subscribes to 88 distinct online information services and continues to add content in response to the programmatic and geographic expansion of University of Phoenix. The following online resources are currently offered to all library users:

ARTICLE DATABASES—MAJOR

These databases are appropriate for all subjects and are configured to provide full-text articles.

EBSCOhost

EBSCOhost includes the full text of nearly 8,000 periodicals, including over 4,000 peer-reviewed journals. Information in EBSCOhost is from current and authoritative journals, magazines, pamphlets, and newsletters. Full-text information is provided on a broad range of topics including business, current affairs, criminal justice, health, and multi-cultural issues.

ProQuest

ProQuest® includes full text coverage of over 9,000 periodicals and over 4,000 peer-reviewed journals. Information found within ProQuest® focuses on business, computing, education, health care, security, and telecommunications. Periodicals unique to ProQuest® are Wall Street Journal, Education Forum, Education Today, Criminal Law Forum, Police, New York Times,

USA Today, and Advanced Practice Nursing Quarterly. Thomson Gale PowerSearch™ Thomson Gale PowerSearch™, formerly InfoTrac OneFile®, includes full text access to over 13,000 periodicals and more than 6,000 peer-reviewed journals, with historical coverage from 1980. Periodical coverage focuses on a wide range of topics including business, computers, current events, economics, education, environmental issues, health care, humanities, law, politics, science, social sciences, technology, the arts, and many general interest topics.

ARTICLE DATABASES—SPECIALIZED

These databases provide overviews and articles on computer science, political and social interests, world business and current affairs, distance learning, history, health and wellness, and various specialized topics.

ACM Digital Library

The ACM (Association for Computing Machinery) Digital Library contains over 69,000 full-text and conference proceedings related to all aspects of computer science. This resource is recommended for courses in information systems and technology.

Business & Company Resource Center

Business & Company Resource Center is a comprehensive business database with content from periodicals, newsletters, directories, financial reports, and other authoritative sources. This database allows searching by company name, keywords, and other criteria. Tabbed results pages show different sources of information available for each company or subject covered in the database.

Business Insights

Business Insights, formerly known as Reuters Business Insight offers in-depth research reports regarding industries, marketing, and technologies. This database is recommended for courses in business and technology management.

Business Source Complete

Business Source Complete contains full text journals in all disciplines of business, including marketing, management, accounting, finance, and economics. Additional content includes SWOT analyses, case studies, financial data, conference proceedings, investment research reports, industry reports, market research reports, and more. Search criteria include keywords, company names, industries, and markets.

CQ Electronic Library

CQ Electronic Library is a suite of reference products from Congressional Quarterly®. Contents include CQ Researcher, CQ Weekly, the Electronic Encyclopedia of American Government, the electronic version of the Washington Information Directory (eWID), the CQ Public Affairs Collection, CQ Insider, and the CQ Supreme Court Collection. This resource is recommended for courses in critical thinking, government, law, political science, and public affairs.

Economist.com

Economist.com is the premier online source for the analysis of world business and current affairs, providing authoritative insight and opinion on international news, world politics, business, finance, science, and technology, as well as overviews of cultural trends and industry, business and, country surveys. Economist.com publishes all articles from The Economist print edition (including those printed only in British copies) plus a searchable archive of all the Economist's articles back to January 2000. Links to other articles and to relevant sources on the web are

included with many of the stories.

Educational Pathways

Educational Pathways (EdPath) is a newsletter that covers distance learning initiatives, programs, and practices. Articles are composed through in-depth interviews with educators working in the field and reflect some of the latest advances and practices in higher education.

Emerald

Emerald is a collection of scholarly journals in the field of management and business, with additional coverage in the areas of library science, information science, and criminal justice. All journals in Emerald are considered peer-reviewed.

Factiva

Factiva, a joint venture of Dow Jones and Reuters, provides news focused on business, companies, products, markets, and current events from more than 9,000 authoritative sources including The Wall Street Journal, the Financial Times, Dow Jones and Reuters newswires, the Associated Press, Reuters Fundamentals, Dun & Bradstreet, and Bureau van Dijk company profiles.

Facts.com

Facts.com includes the Facts On File World News Digest, Editorials on File, Issues and Controversies on File, Reuters New Service, Today's Science of File, and the World Almanac and Book of Facts. This resource is useful for research about news events of the past 60 years and is especially recommended for courses in critical thinking and 20th century history.

Faulkner's Advisory on Computers and Communications Technologies

Faulkner's Advisory on Computers and Communications Technologies (FACCTS) provides in-depth coverage of information technology and telecommunications. This database contains reports, diagrams, charts, tables, and illustrations on all aspects of computer technology and telephony. This resource is recommended for courses in information systems and technology, as well as technology management.

Health and Wellness Resource Center

The Health and Wellness Resource Center includes approximately 300 pamphlets, links to journal articles from InfoTrac OneFile, and many encyclopedias, including the following titles: Clinical Reference Systems, The Gale Encyclopedia of Childhood & Adolescence, The Gale Encyclopedia of Medicine, Medical and Health Information Directory, PDR Family Guide to Nutrition and Health, and the Gale Encyclopedia of Alternative Medicine. This resource is recommended for courses in nursing, health care, and nutrition.

International Security and Counter Terrorism Reference Center

International Security and Counter Terrorism Reference Center offers information on many dimensions of security terrorism. Content includes hundreds of full text journals and periodicals, hundreds of thousands of selected articles, news feeds, reports, summaries, FAQs, and proprietary Background Information Summaries that pertain to terrorism and security.

Journals@Ovid

Journals@Ovid provides full-text access to leading journals of nursing and medicine from Lippincott, Williams, & Wilkins. This resource is recommended for courses in nursing and health care.

NBER Working Papers

The National Bureau of Economic Research (NBER) Working Papers database contains original research from 1994 to the present on a variety of topics in all aspects of economics. This resource is recommended for advanced courses in business and economics.

Opposing Viewpoints Resource Center

Opposing Viewpoints Resource Center includes the Greenhaven Press Opposing Viewpoints reference books as well as relevant magazine articles and other appropriate information sources. This resource is useful for research about controversial social issues and is especially recommended for introductory courses.

Policy Central

Policy Central is a comprehensive database of United States politics, government, and public affairs. Publications within the database include the Almanac of American Politics®, American Health Line™, National Journal®, Technology Daily, and many other valuable sources. This resource is recommended for courses in political science, health care administration, technology management, and all other subjects related to public policy.

ProQuest Historic Newspapers

ProQuest Historic Newspapers contains the full-text of five leading newspapers: the Christian Science Monitor, the Los Angeles Times, the New York Times, the Wall Street Journal, and the Washington Post. Coverage extends back to the first date of publication for all papers. For the most current issues of these papers, please use the main ProQuest link located under the heading "Article Databases -- Major."

PsycARTICLES

PsycARTICLES is a database of full-text articles from 53 journals published by the American Psychological Association (APA), the APA Educational Publishing Foundation, the Canadian Psychological Association, and Hogrefe & Huber. Coverage extends from 1985 to the present.

RDS Business Reference Suite

The RDS Business Reference Suite incorporates three separate components: TableBase, a database of statistical tables drawn from a variety of sources; Business and Management Practices, an index of solutions to common workplace issues; and Business and Industry, a database of articles from trade journal and industry newsletters. All three are available through a unique interface that allows highly advanced searching. Please note that RDS Business Reference Suite is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy. This resource is recommended for intermediate and advanced courses in business.

Roll Call

Roll Call is a leading publication covering Congressional news and information regarding U.S. politics. Roll Call provides up-to-the-minute news of the legislative and political events on Capitol Hill. The online version provides not only the full content of the print edition but also breaking news stories.

Sage Full Text Collections

Sage Full-Text Collections is a suite of over 200 journals from Sage Publications in the

disciplines of Communication Studies, Criminology, Education, Management and Organization Studies, Nursing and Health Sciences, Political Science, Psychology, Sociology, and Urban Studies and Planning. All journals in Sage Full-Text Collections are considered peer-reviewed.

Security Management Practices

Security Management Practices, produced by Faulkner Information Services, provides full-text reports on topics as protecting organizational assets, implementing security measures, developing security strategy, enforcing security standards, maintaining relationships with law enforcement and other security-related agencies, conducting security audits, and other matters related to security for businesses and organizations. This resource is recommended for courses in criminal justice, information technology, security management, and technology management.

BASES DE DATOS EN ESPAÑOL

Consulta

Ocenet Consulta is a database containing more than 200,000 articles in Spanish with contents from all Spanish speaking countries. Its reference information is based fundamentally in the editorial resources of Oceano, also including magazine articles and specialized publications revised and indexed daily by professional editors. It has a special section of basic resources including original historical documents and key works in universal literature.

Enciclopedia Universal en Español

The most complete encyclopedia in Spanish, the Enciclopedia Universal en Español contains more than 47,000 articles in addition to 8,300 photos and images. It also provides a 65,000-entry dictionary, a world atlas, and historical chronologies. It is an excellent resource for Spanish-speakers, bilingual students, and students learning Spanish.

Factiva en Español

Factiva en Español, a joint venture of Dow Jones and Reuters, provides news focused on business, companies, products, markets, and current events from more than 9,000 authoritative sources including The Wall Street Journal, the Financial Times, Dow Jones and Reuters newswires, the Associated Press, Reuters Fundamentals, and Dun & Bradstreet. The user interface defaults to the user's browser settings so the interface can be viewed in the several different languages. Database content are predominantly in Spanish.

Fuente Academia

Fuente Academia is a full-text Spanish language index to over 200 scholarly academic journals from Latin and South America.

Latin American Newsstand

Latin American Newsstand includes the full text of over 35 leading newspapers from numerous locations, including Argentina, Brazil, Chile, Colombia, Costa Rica, Ecuador, Guatemala, Mexico, Peru, Puerto Rico, Uruguay, and Venezuela. The interface is in Spanish; database content is predominantly Spanish with some additional content in Portuguese and English.

Ocenet Administración de Empresas

Ocenet Administración de Empresas is a database of specialized resources in economy and business administration. It is directed especially at economics students and business schools as well as at business professionals. It is a learning-support tool that also incorporates useful

information for professional practice like the macro figures and micro economics of various countries—with emphasis on Spanish-speaking countries. This database concentrates information from various sources, offering a complete vision, both theoretical and practical, of the subject as it relates to business administration and economics. It includes reference information, specialized books, teaching works, specialized serial publications, economic indicators, and dictionaries.

Ocenet Medicina y Salud

Ocenet Medicina y Salud is a resource centre containing specialized information on medicine, healthcare facilities, and health. It is directed at medical students, healthcare facilities, and careers related to healthcare. It combines various sources of information to offer a complete vision of all subjects of interest to healthcare professionals, in both theoretical and practical points of view. It includes materials for physicians, teaching materials, specialized serial publications, healthcare facility protocols, an anatomical atlas, and medical dictionaries.

BOOKS, DISSERTATIONS, AND THESES

Books@Ovid is a searchable collection of clinical texts in nursing and health sciences from Lippincott Williams & Wilkinson. Specific titles cover topics in critical care, pediatric nursing, emergency medicine, pharmaceutical drug references, nursing research, and theory. The complete text of each book is viewed in an interlinked interface, giving quick access to research and reference information. While Books@Ovid is a searchable database of book content for in-depth research, the contents are not downloadable electronic books.

Oxford Scholarship Online

Oxford Scholarship Online is a database containing the full text of over 1000 scholarly books from Oxford University Press in the areas of economics and finance, philosophy, political science, and religion. Specially-commissioned abstracts and keywords are available at both the book and chapter level. This resource is recommended for advanced courses in economics and finance as well as electives in philosophy, political science, and religion. While Oxford Scholarship Online is a searchable database of book content for in-depth research, the contents are not downloadable electronic books.

ProQuest Digital Dissertations and Theses – Full Text

ProQuest Dissertations and Theses -- Full Text contains the full text of over 600,000 dissertations and theses from universities throughout the United States and Canada. Almost all dissertations published since 1997 are available online with numerous older dissertations added continuously.

PsycBOOKS

PsycBOOKS, a resource from the American Psychological Association (APA), is a database of more than 13,000 chapters from over 700 books published by the APA and other distinguished publishers. The database includes scholarly titles published by the APA from copyright years 1953 - 2004. New book chapters are added continuously 18 months after initial publication. Database content includes 100 out-of-print books, classic books of landmark historical impact in psychology, and more than 1,500 authored entries from the APA/Oxford University Press Encyclopedia of Psychology. While PsycBOOKS is a searchable database of book content for in-depth research, the contents are not downloadable electronic books.

CANADIAN CONTENT

Canada Info Desk

Canada Info Desk is a comprehensive directory of businesses and organizations throughout Canada. The directory includes over 100,000 entries and provides both basic and advanced search capabilities.

Canadian Newsstand / CBCA Complete

Canadian Newsstand and Canadian Business and Current Affairs (CBCA) Complete are two databases with a Canadian emphasis hosted on the ProQuest platform. Canadian Newsstand includes daily newspapers from throughout Canada. CBCA Complete includes trade publications and academic journals with particular emphasis on business, current events, and education.

CPIQ

CPIQ, the online version of the Canadian Periodicals Index provides indexing and full-text coverage of selected Canadian and international periodicals from 1980 to the present. CPIQ is the Library's exclusive online source for the Globe and Mail.

COMPANY DIRECTORIES AND FINANCIALS

Dun & Bradstreet Key Business Ratios

Dun & Bradstreet Key Business Ratios provide industry averages for popular ratios that measure solvency, efficiency, and profitability. This resource is recommended for courses in finance.

Investext Plus

Investext Plus provides complete images in PDF format of analysts' reports on a variety of industries and publicly traded companies. The reports found in Investext Plus can be used for access to detailed information about earnings, growth, market share, and other aspects of company and industry performance. This resource is recommended for courses in finance, marketing, and management.

Leadership Library on the Internet

The Leadership Library on the Internet, which is updated daily, is a unique personnel contact database that integrates the print 14 Yellow Book directories. The Leadership Library enables users to find contact information for 400,000 individuals at 40,000 leading U.S. government, business, professional, and nonprofit organizations. Please note that the University Library's academic subscription does not include list downloading capabilities.

Marketline Business Information Center

Marketline Business Information Center, formerly known as Datamonitor Business Information Center, provides detailed coverage of companies, industries, and countries. Included are over 10,000 company profiles, over 2000 industry profiles, and over 50 country profiles. Most profiles are updated on a quarterly basis and average 100 pages in length. A "News and Comment" section also provides commentary on events affecting businesses throughout the world.

Mergent's BondViewer

Mergent's BondViewer provides access to a wide range of bond data including issuer, bond level terms, and condition data for U.S. taxable bonds, municipal bonds, and retail notes. Details include company description, offer amount, industry code, CUSIP and historical pricing, corporate actions related to significant events, and current and historical ratings. Coupon details

include payment schedule, amount outstanding, interest frequency, and bond type.

Mergent Online™

Mergent Online™ contains detailed financial reports concerning public companies throughout the world. This resource is recommended for courses in finance.

Plunkett Research Online

Plunkett Research Online provides industry-specific research portals for important business sectors. For each industry covered, available components include market research and trends, company profiles, statistics, associations/organizations, and a glossary.

Reference USA

Reference USA provides a comprehensive directory of businesses in the United States and Canada. Searches can combine multiple criteria, allowing for generation of customized lists of businesses. This resource is recommended for courses in business.

COUNTRY PROFILES AND ECONOMIC DATA

CountryWatch

CountryWatch combines information from a variety of sources into one easy-to-use format. Statistics, breaking news, and overviews are available for virtually all of the world's nations. This resource is recommended for courses in geography and international business.

Culturegrams™

Culturegrams™ provides concise, reliable cultural information for more than 175 countries of the world. Each entry includes detailed information about history, customs, lifestyle, and government. This resource is recommended for courses in geography, history, international business, and bilingual education.

EIU Country Intelligence

EIU Country Intelligence provides in-depth coverage of countries throughout the world. Specific components of EIU Country Intelligence include Country Commerce, Country Finance, Country Profiles, and Country Reports. This resource is recommended for courses in international business.

EIU Data Services

EIU Data Services features two components: EIU Country Data, a comprehensive database of economic indicators and forecasts, covering 278 series for 117 countries, as well as 40 regional aggregates, running from 1980 and forecasting out five years, and EIU Market Indicators & Forecasts, a powerful database of economic, demographic, consumption and industry data on 60 major countries, stretching back to 1990 and forward five years.

EIU® Viewswire®

EIU® Viewswire® provides current coverage of political and economic trends in 195 countries. Risk analysis and economic forecasts are provided for virtually all nations. This resource is recommended for courses in economics and international business.

Euromonitor Global Market Information Database

The Euromonitor Global Market Information Database (GMID) is an integrated online information system providing key business intelligence on countries, companies, markets, and

consumers. Components include country statistics, market data, lifestyle indicators, country profiles, and company overviews.

Europa World Plus

Europa World Plus is a comprehensive review of cultural, economic, and political circumstances in nations and regions throughout the World. This database contains in depth country profiles, as well as profiles of major international organizations.

National Trade DataBank

National Trade Data Bank, an important resource from the United States Department of Commerce, is particularly valuable for information about exporting and international markets. This resource is recommended for courses in international business.

Political Risk Yearbook

The Political Risk Yearbook documents political trends in 106 countries with particular emphasis on risks that could affect business conditions and investments. This resource is recommended for courses in international business.

State of the Nation

State of the Nation provides various financial and economic data from throughout the federal government and other related entities. This resource is recommended for courses in economics and finance.

ENCYCLOPEDIAS AND DICTIONARIES

American National Biography

American National Biography contains over 18,000 detailed portraits of people from all eras who have influenced and shaped American history and culture. All of the content of the 24-volume printed edition is included in the online version. This resource is recommended for courses in history.

Britannica Online

Britannica Online contains the complete text of the prestigious and authoritative Encyclopaedia Britannica, as well as additional content from the Britannica Student Encyclopedia, the Britannica Elementary Encyclopedia, the Britannica Concise Encyclopedia, the Britannica Internet Guide, Merriam-Webster's Collegiate Dictionary, and Merriam-Webster's Thesaurus. Britannica Online allows keyword searching as well as browsing by article titles. This resource provides background information suitable for virtually all academic subjects.

Grolier Online

Grolier Online includes both the encyclopedia Americana and the Grolier Multimedia Encyclopedia. This resource is recommended for beginning courses in all subjects.

Grove Art

Grove Art, the online equivalent of the 34-volume printed set, provides over 45,000 articles and over 22,000 image links related to all genres, schools, and media in the visual arts. This resource is recommended for courses in the humanities and art education.

Grove Music

Grove Music, the online equivalent of the 29-volume New Grove Dictionary of Music and Musicians, second edition and The New Grove Dictionary of Opera, provides access to over

29,000 articles covering all aspects of music throughout the ages. This resource is recommended for courses in the humanities and art education.

Oxford Dictionary of National Biography

The Oxford Dictionary of National Biography contains over 50,000 detailed portraits of people from all eras who have influenced and shaped the history and culture of the United Kingdom and the British Isles. All of the content of the 60-volume printed edition is included in the online version. Please note that the Dictionary of National Biography includes only deceased individuals. This resource is recommended for courses in history. Oxford English Dictionary
The Oxford English Dictionary is a prestigious resource containing not only definitions and pronunciations, but also extensive etymological information. Over 500,000 words are included and their history is documented by over 2.5 million quotations from a wide range of classic and contemporary sources. The online version contains all of the content of the 20-volume printed set and is updated with over 1,000 new entries each quarter. This resource is recommended for all courses that include written assignments.

Oxford Reference Online

Oxford Reference Online contains the full text of over 100 specialized dictionaries and encyclopedias in virtually all disciplines. This resource is appropriate for quick reference in all subjects.

Routledge Encyclopedia of Philosophy

The Routledge Encyclopedia of Philosophy features over 2000 original articles from over 1300 leading international experts across the discipline of philosophy. The articles cover topics such as ethics, moral development, and the world's religions. There is a summary at the beginning of each in-depth article, enabling the encyclopedia to meet the needs of users at a variety of levels. This resource is recommended for courses in humanities, ethics, religion, and critical thinking.

Routledge Reference Resources

Routledge Reference Resources provides cross-searchable access to online reference books from Taylor and Francis. Current subjects covered include religion, philosophy, and politics.

Webster's Third New International Dictionary, Unabridged

Webster's Third New International Dictionary, Unabridged is the largest and most comprehensive dictionary produced in North America. This dictionary lists over 470,000 words and contains advanced searching capabilities. Webster's Third New International Dictionary, Unabridged reflects American English, with spellings and usages common in other countries noted when appropriate.

Xreferplus

Xreferplus contains the full text of over 100 specialized dictionaries and encyclopedias in virtually all disciplines. This resource is appropriate for quick reference in all subjects.

JOURNAL INDEXES AND ABSTRACTS

CINAHL

CINAHL (Cumulative Index to Nursing and Allied Health Literature) is a comprehensive index of published literature in the nursing field. Some article listings will link to full text if available; other

documents listed may be obtained from other databases or in hard copy. This resource is recommended for advanced courses in nursing.

Cochrane Collection

The Cochrane Collection contains three components devoted to evidence-based medicine. The Cochrane Collection is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy. This resource is recommended for advanced courses in nursing and health care. The Cochrane Controlled Trials Register is a bibliography of controlled trials identified by contributors to the Cochrane Collaboration and others, as part of an international effort to hand search the world's journals and create an unbiased source of data for systematic reviews. The Cochrane Database of Systematic Reviews contains full text articles, as well as protocols focusing on the effects of healthcare. Data is evidence-based medicine and is often combined statistically (with meta-analysis) to increase the power of the findings of numerous studies, each too small to produce reliable results individually. The Database of Abstracts of Reviews of Effectiveness (DARE) includes abstracts of published systematic reviews on the effects of health care from around the world, which have been critically analyzed according to a high standard of criteria. This database provides access to quality reviews in subjects for which a Cochrane review may not yet exist.

Criminal Justice Abstracts

Criminal Justice Abstracts, a database produced by Sage Publications, identifies and summarizes literature covering all aspects of criminal justice. Please note that Criminal Justice Abstracts is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy.

ERIC

ERIC is a comprehensive index of journal articles, dissertations, conference proceedings, and other research in all aspects of education. Some document listings will link to full text if available; other documents listed may be obtained from other databases or in hard copy. This resource is recommended for intermediate and advanced courses in education.

Library, Information Science & Technology Abstracts (LISTA)

LISTA provides an index of more than 600 periodicals, books, research reports, and proceedings. Subject coverage includes librarianship, classification, catalogueing, bibliometrics, online information retrieval, information management, and more. Coverage in the database extends back to the mid-1960s. Please note that LISTA is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy.

MEDLINE

MEDLINE is produced by the National Library of Medicine and functions as a comprehensive index of literature in medicine, nursing, dentistry, veterinary medicine, and health care. Some article listings will link to full text if available; other articles listed may be obtained from other databases or in hard copy. This resource is recommended for advanced courses in nursing and health care.

National Criminal Justice Reference Service Abstracts

National Criminal Justice Reference Service Abstracts, a database produced by the United States Department of Justice, identifies and summarizes literature related to all aspects of criminal justice. Please note that National

Criminal Justice Reference Service Abstracts is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy.

PsycEXTRA, produced by the American Psychological Association (APA), is a companion to the scholarly PsycINFO database. The document types included in PsycEXTRA consist of technical, annual, and government reports; conference papers; newsletters; magazines; newspapers; consumer brochures; and more. This database includes extensive coverage of grey literature relating to psychology and the behavioural sciences. Please note that PsycEXTRA is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy.

PsycINFO

PsycInfo is a comprehensive index of published literature in psychology and mental health. Some article listings will link to full text if available; other documents listed may be obtained from other databases or in hard copy. This resource is recommended for advanced courses in counselling and human services.

SocINDEX

SocINDEX provides comprehensive coverage of sociology, encompassing all sub-disciplines and closely related areas of study. These include abortion, criminal justice, ethnic and racial studies, gender studies, marriage and family, political sociology, religion, rural and urban sociology, social development, social psychology, social structure, social work, sociological research and theory, substance abuse, violence, and many others. Please note that SocINDEX is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy.

TEST GUIDES AND PREPARATIONS

Mental Measurements Yearbook

The Mental Measurements Yearbook, produced by the Buros Institute, contains listings and reviews of test instruments used in counselling, human services, psychology, and related professions. Typical test entries include descriptive information, professional reviews, and reviewer references. To be included, a test must be commercially available, be published in the English language, and be new, revised, or widely used since it last appeared in the series. Please note that this database does not contain the actual tests but instead functions as a directory and evaluative guide.

Testing and Education Resource Enter

Testing and Education Reference Center provides practice exams for numerous standardized tests, including CLEP. Additional functions of this database include directories of degree and certificate programs in all disciplines.

WRITING AND PUBLISHING RESOURCES

Books in Print

Books in Print is a professional bibliographic database that lists more than five million in-print, out-of-print, forthcoming, book, audio book, and video titles. Please note that Books in Print does not contain the actual text of books, but instead functions as a directory.

Papers Invited

Papers Invited is a searchable directory of calls for participation from professional associations, universities, journal editors, and other conference organizers. This resource is recommended for faculty members and graduates students searching for appropriate venues at which to share their research findings. A variety of additional features are available to users who sign up for the optional personalized service. At this time, only users with email addresses ending in email.uophx.edu are eligible for the personalized service. Additional email domains will be supported in the near future.

Spanish Books in Print

Spanish Books in Print is a professional bibliographic database that lists Spanish-language in-print, out-of-print, forthcoming, book, audio book, and video titles. Please note that Spanish Books in Print does not contain the actual text of books, but instead functions as a directory.

Ulrich's Periodicals Directory

Ulrich's Periodicals Directory is a directory providing detailed, comprehensive, and authoritative information regarding periodicals published throughout the world. It covers all subjects, and includes publications that are published regularly or irregularly and are circulated free of charge or by paid subscription. Please note that Ulrich's does not provide access to the periodicals themselves. Potential uses of Ulrich's include verifying if periodicals are peer-reviewed (also known as refereed) or identifying potential journals for submission of manuscripts.

What's the Rule

What's the Rule is a set of easy-to-follow explanations and illustrations of the principles of English grammar, punctuation, and sentence structure. What's the Rule includes quizzes to test knowledge of writing concepts. This resource is recommended for all courses that require written assignments.

3. Number of professional periodicals subscribed to:

The University of Phoenix Library subscribes to 15,937 distinct periodical titles.

Thousands of scholarly journals and periodicals holding millions of full-text articles relevant to each University degree program are contained in the databases. See response above.

4. Other library facilities in close geographical proximity for student access:

While the University Library sees digital distribution of information as the optimal means of fulfilling most student and faculty information needs, there is also an acknowledged need to procure documents not available online.

To address these needs, the University Library has entered into a partnership with Michigan Information Transfer Source (MITS), an entrepreneurial arm of the University of Michigan libraries. The University Library has designated MITS its preferred provider for all documents not available within University Library resources. Incoming requests, received via the "Request a Specific Document" form on the Library Web site, or via direct links from within certain key indexing and abstracting services offered by the Library (e.g. ERIC, PsycINFO, SocINDEX), are queued for initial screening by library staff. Library staff reviews each request, confirms that the requested document is not available via University Library resources, and forwards all requests

requiring external fulfillment to MITS.

MITS can provide documents from within the vast holding of the University of Michigan libraries. If University of Michigan does not have the requested document available within its own collection, MITS can often procure the document from secondary suppliers and, acting as intermediary, forward the document to the University Library, which in turn ensures its delivery to the requestor. All documents obtained through this supply channel are procured in a manner that is consistent with copyright law.

For the vast majority of requests, delivery of the target document is digital, specifically in the form of a PDF file. This option is generally available for journal articles, government documents, and individual chapters or small segments of books. In cases in which the learner has requested a document that is not eligible for digital delivery due either to length or copyright restrictions (e.g. a complete book), physical shipment of the item to the requestor is arranged. MITS typically sends the item directly to the requestor. The shipment includes not only the requested library material, but also a shipping label that allows the requestor to return the material directly to MITS.

The University's document delivery and interlibrary loan services are available without cost to all students and faculty. All fees for document scanning, shipping, and copyright compliance are absorbed by the University Library. In addition, students at University of Phoenix are generally unrestricted in their usage of document delivery and interlibrary loan services. The University Library does not impose a limit of the number of documents requested during any time period, as long as the student is enrolled and does not have outstanding charges for lost, damaged, or overdue items.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: below **Full-time:** **Part-time:**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution University of Phoenix - Indianapolis & Merrillville

Name of Program Master of Arts in Education/Elementary Teacher Education

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) MA

Name of Person Preparing this Form Austin Rhodes, Asst. General Counsel

Telephone Number 602-557-1795 **Application Type**

Date the Form was Prepared February 19, 2008 ☒ **New** ☐ **Renewal**

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Master of Arts in Education/Elementary Teacher Education (MAED/TED-E) is a graduate degree program preparing candidates for teacher licensure. The guiding philosophy of the MAED/TED-E program is to provide the adult student, who already has a degree in a discipline other than education, with the skills and knowledge that will allow them to become a competent and effective educator. This program focuses on elementary student learning by improving the educator's responsibility for that learning.

Student teaching is an integral component of the Teacher Education Program. It provides students with a field-based experience at the appropriate grade and content level. Student teachers work with a cooperating teacher from a school site and with a University of Phoenix faculty advisor. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and to present individuals with growth opportunities that best prepare them to assume the duties of a certified classroom teacher.

Throughout the program, students are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels. The focus of each observation will relate to specific course content. Documentation will be maintained in the student's professional portfolio.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Master of Arts in Education/Elementary Teacher Education

TOTAL COURSE HOURS: 47 Check one: Quarter Hours ☐ ☒ Semester Hours

Semester Hours ☐

Clock Hours ☐

LENGTH OF PROGRAM: **92 weeks** TUITION: **\$495 credit hour**

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MTE507	Orientation to Teacher Education	0
COM516	Professional Communication	1
MTE501	The Art and Science of Teaching	2
MTE508	Models, Theories and Instructional Strategies	3
MTE520	Maintaining an Effective Learning Climate	3
MTE506	Child and Adolescent Development	2
MTE561	Action Research	3
RDG530	Curriculum Constructs and Assessment: Reading/Language Arts	4
RDG535	Diagnosis & Remediation of Reading Difficulties	3
MTE536	Children's Literature	3
SPE514	Survey of Special Populations	2
SEI500	Structured English Immersion	3
MTE531	Curriculum Constructs and Assessment: History & Social Science	2
MTE532	Curriculum Constructs and Assessment: Science & Mathematics	4
MTE534	Curriculum Constructs and Assessment: Visual & Performing Arts	2
MTE537	Curriculum Constructs and Assessment: Physical Education & Health	2
ELM519	Elementary Student Teaching Part A	4
ELM520	Elementary Student Teaching Part B	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

Number of Credit/Clock Hrs. in Specialty: 47 / Percentage: 100%
Number of Credit/Clock Hrs. in General Courses: / Percentage:

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Overview of the University Library

University of Phoenix is home to an extensive state-of-the-art digital library that uses current information technology to provide relevant and timely information in support of the learning process. This medium of retrieving scholarly and professional material is uniquely suited to the mission of this University, an institution that exists to serve the large population of working adults, both students and faculty, and provides programs primarily in professional and managerial disciplines. The online distribution of scholarly resources provides functional access to the kinds of information University of Phoenix students are expected to use throughout academic programs and careers.

The University Library serves the academic research needs of students, faculty, staff, and alumni of University of Phoenix. The Dean of University Learning Resources and an experienced team under the Dean's management ensure that a comprehensive array of information resources and services are available to all University of Phoenix users, regardless of location, degree program, or modality of instruction.

Library Staffing

The Dean's direct reports include an Assistant University Librarian, who manages most relationships with the Library's information providers; a Web Developer, who ensures the technical infrastructure of the Library; an Operations Supervisor, who oversees all customer service transactions; and a team of experienced reference librarians, each one of whom holds a master's degree in library science from an institution accredited by the American Library Association, the pre-eminent accrediting body for institutions offering graduate library education in the United States and Canada.

University library staffing levels are as follows:

Dean and University Librarian 1

Assistant University Librarian 1

<u>Part-Time Librarians</u>	<u>5</u>
<u>Web Developer</u>	<u>1</u>
<u>Web Content Administrator</u>	<u>1</u>
<u>Library Documentation Administrator</u>	<u>1</u>
<u>Library Operations Supervisor</u>	<u>1</u>
<u>Library Research Specialists</u>	<u>4</u>

Because the University provides the same centrally managed resources and services to all students regardless of location, these employees are based at the University's central offices in Phoenix rather than at a specific campus location. Virtually all library resources and services are available at all times via the Web. Research guidance and document/delivery functions are available seven days a week.

2. Number of volumes of professional material:

The University of Phoenix Library has several thousand volumes of ebooks available, as well as access to several million hard copy volumes via interlibrary loan services. Other library materials include over 100,000 online, full-text dissertations, financial reports on over 10,000 public companies, and numerous reference sources.

The University Library subscribes to a broad spectrum of online information resources. These database subscriptions provide access to scholarly content generally unavailable through free Web search utilities. Resources are selected by the Assistant University Librarian acting in consultation with the deans and faculty of University of Phoenix. Student and faculty suggestions are an important input into the purchasing process, and several resource acquisitions have resulted from user suggestions.

At the present time, the University Library subscribes to 88 distinct online information services and continues to add content in response to the programmatic and geographic expansion of University of Phoenix. The following online resources are currently offered to all library users:

ARTICLE DATABASES—MAJOR

These databases are appropriate for all subjects and are configured to provide full-text articles.

EBSCOhost

EBSCOhost includes the full text of nearly 8,000 periodicals, including over 4,000 peer-reviewed journals. Information in EBSCOhost is from current and authoritative journals, magazines, pamphlets, and newsletters. Full-text information is provided on a broad range of topics including business, current affairs, criminal justice, health, and multi-cultural issues.

ProQuest

ProQuest® includes full text coverage of over 9,000 periodicals and over 4,000 peer-reviewed journals. Information found within ProQuest® focuses on business, computing, education, health care, security, and telecommunications. Periodicals unique to ProQuest® are Wall Street Journal, Education Forum, Education Today, Criminal Law Forum, Police, New York Times,

USA Today, and Advanced Practice Nursing Quarterly. Thomson Gale PowerSearch™ Thomson Gale PowerSearch™, formerly InfoTrac OneFile®, includes full text access to over 13,000 periodicals and more than 6,000 peer-reviewed journals, with historical coverage from 1980. Periodical coverage focuses on a wide range of topics including business, computers, current events, economics, education, environmental issues, health care, humanities, law, politics, science, social sciences, technology, the arts, and many general interest topics.

ARTICLE DATABASES—SPECIALIZED

These databases provide overviews and articles on computer science, political and social interests, world business and current affairs, distance learning, history, health and wellness, and various specialized topics.

ACM Digital Library

The ACM (Association for Computing Machinery) Digital Library contains over 69,000 full-text and conference proceedings related to all aspects of computer science. This resource is recommended for courses in information systems and technology.

Business & Company Resource Center

Business & Company Resource Center is a comprehensive business database with content from periodicals, newsletters, directories, financial reports, and other authoritative sources. This database allows searching by company name, keywords, and other criteria. Tabbed results pages show different sources of information available for each company or subject covered in the database.

Business Insights

Business Insights, formerly known as Reuters Business Insight offers in-depth research reports regarding industries, marketing, and technologies. This database is recommended for courses in business and technology management.

Business Source Complete

Business Source Complete contains full text journals in all disciplines of business, including marketing, management, accounting, finance, and economics. Additional content includes SWOT analyses, case studies, financial data, conference proceedings, investment research reports, industry reports, market research reports, and more. Search criteria include keywords, company names, industries, and markets.

CQ Electronic Library

CQ Electronic Library is a suite of reference products from Congressional Quarterly®. Contents include CQ Researcher, CQ Weekly, the Electronic Encyclopedia of American Government, the electronic version of the Washington Information Directory (eWID), the CQ Public Affairs Collection, CQ Insider, and the CQ Supreme Court Collection. This resource is recommended for courses in critical thinking, government, law, political science, and public affairs.

Economist.com

Economist.com is the premier online source for the analysis of world business and current affairs, providing authoritative insight and opinion on international news, world politics, business, finance, science, and technology, as well as overviews of cultural trends and industry, business and, country surveys. Economist.com publishes all articles from The Economist print edition (including those printed only in British copies) plus a searchable archive of all the Economist's articles back to January 2000. Links to other articles and to relevant sources on the web are

included with many of the stories.

Educational Pathways

Educational Pathways (EdPath) is a newsletter that covers distance learning initiatives, programs, and practices. Articles are composed through in-depth interviews with educators working in the field and reflect some of the latest advances and practices in higher education.

Emerald

Emerald is a collection of scholarly journals in the field of management and business, with additional coverage in the areas of library science, information science, and criminal justice. All journals in Emerald are considered peer-reviewed.

Factiva

Factiva, a joint venture of Dow Jones and Reuters, provides news focused on business, companies, products, markets, and current events from more than 9,000 authoritative sources including The Wall Street Journal, the Financial Times, Dow Jones and Reuters newswires, the Associated Press, Reuters Fundamentals, Dun & Bradstreet, and Bureau van Dijk company profiles.

Facts.com

Facts.com includes the Facts On File World News Digest, Editorials on File, Issues and Controversies on File, Reuters New Service, Today's Science of File, and the World Almanac and Book of Facts. This resource is useful for research about news events of the past 60 years and is especially recommended for courses in critical thinking and 20th century history.

Faulkner's Advisory on Computers and Communications Technologies

Faulkner's Advisory on Computers and Communications Technologies (FACCTS) provides in-depth coverage of information technology and telecommunications. This database contains reports, diagrams, charts, tables, and illustrations on all aspects of computer technology and telephony. This resource is recommended for courses in information systems and technology, as well as technology management.

Health and Wellness Resource Center

The Health and Wellness Resource Center includes approximately 300 pamphlets, links to journal articles from InfoTrac OneFile, and many encyclopedias, including the following titles: Clinical Reference Systems, The Gale Encyclopedia of Childhood & Adolescence, The Gale Encyclopedia of Medicine, Medical and Health Information Directory, PDR Family Guide to Nutrition and Health, and the Gale Encyclopedia of Alternative Medicine. This resource is recommended for courses in nursing, health care, and nutrition.

International Security and Counter Terrorism Reference Center

International Security and Counter Terrorism Reference Center offers information on many dimensions of security terrorism. Content includes hundreds of full text journals and periodicals, hundreds of thousands of selected articles, news feeds, reports, summaries, FAQs, and proprietary Background Information Summaries that pertain to terrorism and security.

Journals@Ovid

Journals@Ovid provides full-text access to leading journals of nursing and medicine from Lippincott, Williams, & Wilkins. This resource is recommended for courses in nursing and health care.

NBER Working Papers

The National Bureau of Economic Research (NBER) Working Papers database contains original research from 1994 to the present on a variety of topics in all aspects of economics. This resource is recommended for advanced courses in business and economics.

Opposing Viewpoints Resource Center

Opposing Viewpoints Resource Center includes the Greenhaven Press Opposing Viewpoints reference books as well as relevant magazine articles and other appropriate information sources. This resource is useful for research about controversial social issues and is especially recommended for introductory courses.

Policy Central

Policy Central is a comprehensive database of United States politics, government, and public affairs. Publications within the database include the Almanac of American Politics®, American Health Line™, National Journal®, Technology Daily, and many other valuable sources. This resource is recommended for courses in political science, health care administration, technology management, and all other subjects related to public policy.

ProQuest Historic Newspapers

ProQuest Historic Newspapers contains the full-text of five leading newspapers: the Christian Science Monitor, the Los Angeles Times, the New York Times, the Wall Street Journal, and the Washington Post. Coverage extends back to the first date of publication for all papers. For the most current issues of these papers, please use the main ProQuest link located under the heading "Article Databases -- Major."

PsycARTICLES

PsycARTICLES is a database of full-text articles from 53 journals published by the American Psychological Association (APA), the APA Educational Publishing Foundation, the Canadian Psychological Association, and Hogrefe & Huber. Coverage extends from 1985 to the present.

RDS Business Reference Suite

The RDS Business Reference Suite incorporates three separate components: TableBase, a database of statistical tables drawn from a variety of sources; Business and Management Practices, an index of solutions to common workplace issues; and Business and Industry, a database of articles from trade journal and industry newsletters. All three are available through a unique interface that allows highly advanced searching. Please note that RDS Business Reference Suite is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy. This resource is recommended for intermediate and advanced courses in business.

Roll Call

Roll Call is a leading publication covering Congressional news and information regarding U.S. politics. Roll Call provides up-to-the-minute news of the legislative and political events on Capitol Hill. The online version provides not only the full content of the print edition but also breaking news stories.

Sage Full Text Collections

Sage Full-Text Collections is a suite of over 200 journals from Sage Publications in the

disciplines of Communication Studies, Criminology, Education, Management and Organization Studies, Nursing and Health Sciences, Political Science, Psychology, Sociology, and Urban Studies and Planning. All journals in Sage Full-Text Collections are considered peer-reviewed.

Security Management Practices

Security Management Practices, produced by Faulkner Information Services, provides full-text reports on topics as protecting organizational assets, implementing security measures, developing security strategy, enforcing security standards, maintaining relationships with law enforcement and other security-related agencies, conducting security audits, and other matters related to security for businesses and organizations. This resource is recommended for courses in criminal justice, information technology, security management, and technology management.

BASES DE DATOS EN ESPAÑOL

Consulta

Ocenet Consulta is a database containing more than 200,000 articles in Spanish with contents from all Spanish speaking countries. Its reference information is based fundamentally in the editorial resources of Oceano, also including magazine articles and specialized publications revised and indexed daily by professional editors. It has a special section of basic resources including original historical documents and key works in universal literature.

Enciclopedia Universal en Español

The most complete encyclopedia in Spanish, the Enciclopedia Universal en Español contains more than 47,000 articles in addition to 8,300 photos and images. It also provides a 65,000-entry dictionary, a world atlas, and historical chronologies. It is an excellent resource for Spanish-speakers, bilingual students, and students learning Spanish.

Factiva en Español

Factiva en Español, a joint venture of Dow Jones and Reuters, provides news focused on business, companies, products, markets, and current events from more than 9,000 authoritative sources including The Wall Street Journal, the Financial Times, Dow Jones and Reuters newswires, the Associated Press, Reuters Fundamentals, and Dun & Bradstreet. The user interface defaults to the user's browser settings so the interface can be viewed in the several different languages. Database content are predominantly in Spanish.

Fuente Academia

Fuente Academia is a full-text Spanish language index to over 200 scholarly academic journals from Latin and South America.

Latin American Newsstand

Latin American Newsstand includes the full text of over 35 leading newspapers from numerous locations, including Argentina, Brazil, Chile, Colombia, Costa Rica, Ecuador, Guatemala, Mexico, Peru, Puerto Rico, Uruguay, and Venezuela. The interface is in Spanish; database content is predominantly Spanish with some additional content in Portuguese and English.

Ocenet Administración de Empresas

Ocenet Administración de Empresas is a database of specialized resources in economy and business administration. It is directed especially at economics students and business schools as well as at business professionals. It is a learning-support tool that also incorporates useful

information for professional practice like the macro figures and micro economics of various countries—with emphasis on Spanish-speaking countries. This database concentrates information from various sources, offering a complete vision, both theoretical and practical, of the subject as it relates to business administration and economics. It includes reference information, specialized books, teaching works, specialized serial publications, economic indicators, and dictionaries.

Ocenet Medicina y Salud

Ocenet Medicina y Salud is a resource centre containing specialized information on medicine, healthcare facilities, and health. It is directed at medical students, healthcare facilities, and careers related to healthcare. It combines various sources of information to offer a complete vision of all subjects of interest to healthcare professionals, in both theoretical and practical points of view. It includes materials for physicians, teaching materials, specialized serial publications, healthcare facility protocols, an anatomical atlas, and medical dictionaries.

BOOKS, DISSERTATIONS, AND THESES

Books@Ovid is a searchable collection of clinical texts in nursing and health sciences from Lippincott Williams & Wilkinson. Specific titles cover topics in critical care, pediatric nursing, emergency medicine, pharmaceutical drug references, nursing research, and theory. The complete text of each book is viewed in an interlinked interface, giving quick access to research and reference information. While Books@Ovid is a searchable database of book content for in-depth research, the contents are not downloadable electronic books.

Oxford Scholarship Online

Oxford Scholarship Online is a database containing the full text of over 1000 scholarly books from Oxford University Press in the areas of economics and finance, philosophy, political science, and religion. Specially-commissioned abstracts and keywords are available at both the book and chapter level. This resource is recommended for advanced courses in economics and finance as well as electives in philosophy, political science, and religion. While Oxford Scholarship Online is a searchable database of book content for in-depth research, the contents are not downloadable electronic books.

ProQuest Digital Dissertations and Theses – Full Text

ProQuest Dissertations and Theses -- Full Text contains the full text of over 600,000 dissertations and theses from universities throughout the United States and Canada. Almost all dissertations published since 1997 are available online with numerous older dissertations added continuously.

PsycBOOKS

PsycBOOKS, a resource from the American Psychological Association (APA), is a database of more than 13,000 chapters from over 700 books published by the APA and other distinguished publishers. The database includes scholarly titles published by the APA from copyright years 1953 - 2004. New book chapters are added continuously 18 months after initial publication. Database content includes 100 out-of-print books, classic books of landmark historical impact in psychology, and more than 1,500 authored entries from the APA/Oxford University Press Encyclopedia of Psychology. While PsycBOOKS is a searchable database of book content for in-depth research, the contents are not downloadable electronic books.

CANADIAN CONTENT

Canada Info Desk

Canada Info Desk is a comprehensive directory of businesses and organizations throughout Canada. The directory includes over 100,000 entries and provides both basic and advanced search capabilities.

Canadian Newsstand / CBCA Complete

Canadian Newsstand and Canadian Business and Current Affairs (CBCA) Complete are two databases with a Canadian emphasis hosted on the ProQuest platform. Canadian Newsstand includes daily newspapers from throughout Canada. CBCA Complete includes trade publications and academic journals with particular emphasis on business, current events, and education.

CPIQ

CPIQ, the online version of the Canadian Periodicals Index provides indexing and full-text coverage of selected Canadian and international periodicals from 1980 to the present. CPIQ is the Library's exclusive online source for the Globe and Mail.

COMPANY DIRECTORIES AND FINANCIALS

Dun & Bradstreet Key Business Ratios

Dun & Bradstreet Key Business Ratios provide industry averages for popular ratios that measure solvency, efficiency, and profitability. This resource is recommended for courses in finance.

Investext Plus

Investext Plus provides complete images in PDF format of analysts' reports on a variety of industries and publicly traded companies. The reports found in Investext Plus can be used for access to detailed information about earnings, growth, market share, and other aspects of company and industry performance. This resource is recommended for courses in finance, marketing, and management.

Leadership Library on the Internet

The Leadership Library on the Internet, which is updated daily, is a unique personnel contact database that integrates the print 14 Yellow Book directories. The Leadership Library enables users to find contact information for 400,000 individuals at 40,000 leading U.S. government, business, professional, and nonprofit organizations. Please note that the University Library's academic subscription does not include list downloading capabilities.

Marketline Business Information Center

Marketline Business Information Center, formerly known as Datamonitor Business Information Center, provides detailed coverage of companies, industries, and countries. Included are over 10,000 company profiles, over 2000 industry profiles, and over 50 country profiles. Most profiles are updated on a quarterly basis and average 100 pages in length. A "News and Comment" section also provides commentary on events affecting businesses throughout the world.

Mergent's BondViewer

Mergent's BondViewer provides access to a wide range of bond data including issuer, bond level terms, and condition data for U.S. taxable bonds, municipal bonds, and retail notes. Details include company description, offer amount, industry code, CUSIP and historical pricing, corporate actions related to significant events, and current and historical ratings. Coupon details

include payment schedule, amount outstanding, interest frequency, and bond type.

Mergent Online™

Mergent Online™ contains detailed financial reports concerning public companies throughout the world. This resource is recommended for courses in finance.

Plunkett Research Online

Plunkett Research Online provides industry-specific research portals for important business sectors. For each industry covered, available components include market research and trends, company profiles, statistics, associations/organizations, and a glossary.

Reference USA

Reference USA provides a comprehensive directory of businesses in the United States and Canada. Searches can combine multiple criteria, allowing for generation of customized lists of businesses. This resource is recommended for courses in business.

COUNTRY PROFILES AND ECONOMIC DATA

CountryWatch

CountryWatch combines information from a variety of sources into one easy-to-use format. Statistics, breaking news, and overviews are available for virtually all of the world's nations. This resource is recommended for courses in geography and international business.

Culturegrams™

Culturegrams™ provides concise, reliable cultural information for more than 175 countries of the world. Each entry includes detailed information about history, customs, lifestyle, and government. This resource is recommended for courses in geography, history, international business, and bilingual education.

EIU Country Intelligence

EIU Country Intelligence provides in-depth coverage of countries throughout the world. Specific components of EIU Country Intelligence include Country Commerce, Country Finance, Country Profiles, and Country Reports. This resource is recommended for courses in international business.

EIU Data Services

EIU Data Services features two components: EIU Country Data, a comprehensive database of economic indicators and forecasts, covering 278 series for 117 countries, as well as 40 regional aggregates, running from 1980 and forecasting out five years, and EIU Market Indicators & Forecasts, a powerful database of economic, demographic, consumption and industry data on 60 major countries, stretching back to 1990 and forward five years.

EIU® Viewswire®

EIU® Viewswire® provides current coverage of political and economic trends in 195 countries. Risk analysis and economic forecasts are provided for virtually all nations. This resource is recommended for courses in economics and international business.

Euromonitor Global Market Information Database

The Euromonitor Global Market Information Database (GMID) is an integrated online information system providing key business intelligence on countries, companies, markets, and

consumers. Components include country statistics, market data, lifestyle indicators, country profiles, and company overviews.

Europa World Plus

Europa World Plus is a comprehensive review of cultural, economic, and political circumstances in nations and regions throughout the World. This database contains in depth country profiles, as well as profiles of major international organizations.

National Trade DataBank

National Trade Data Bank, an important resource from the United States Department of Commerce, is particularly valuable for information about exporting and international markets. This resource is recommended for courses in international business.

Political Risk Yearbook

The Political Risk Yearbook documents political trends in 106 countries with particular emphasis on risks that could affect business conditions and investments. This resource is recommended for courses in international business.

State of the Nation

State of the Nation provides various financial and economic data from throughout the federal government and other related entities. This resource is recommended for courses in economics and finance.

ENCYCLOPEDIAS AND DICTIONARIES

American National Biography

American National Biography contains over 18,000 detailed portraits of people from all eras who have influenced and shaped American history and culture. All of the content of the 24-volume printed edition is included in the online version. This resource is recommended for courses in history.

Britannica Online

Britannica Online contains the complete text of the prestigious and authoritative Encyclopaedia Britannica, as well as additional content from the Britannica Student Encyclopedia, the Britannica Elementary Encyclopedia, the Britannica Concise Encyclopedia, the Britannica Internet Guide, Merriam-Webster's Collegiate Dictionary, and Merriam-Webster's Thesaurus. Britannica Online allows keyword searching as well as browsing by article titles. This resource provides background information suitable for virtually all academic subjects.

Grolier Online

Grolier Online includes both the encyclopedia Americana and the Grolier Multimedia Encyclopedia. This resource is recommended for beginning courses in all subjects.

Grove Art

Grove Art, the online equivalent of the 34-volume printed set, provides over 45,000 articles and over 22,000 image links related to all genres, schools, and media in the visual arts. This resource is recommended for courses in the humanities and art education.

Grove Music

Grove Music, the online equivalent of the 29-volume New Grove Dictionary of Music and Musicians, second edition and The New Grove Dictionary of Opera, provides access to over

29,000 articles covering all aspects of music throughout the ages. This resource is recommended for courses in the humanities and art education.

Oxford Dictionary of National Biography

The Oxford Dictionary of National Biography contains over 50,000 detailed portraits of people from all eras who have influenced and shaped the history and culture of the United Kingdom and the British Isles. All of the content of the 60-volume printed edition is included in the online version. Please note that the Dictionary of National Biography includes only deceased individuals. This resource is recommended for courses in history. Oxford English Dictionary
The Oxford English Dictionary is a prestigious resource containing not only definitions and pronunciations, but also extensive etymological information. Over 500,000 words are included and their history is documented by over 2.5 million quotations from a wide range of classic and contemporary sources. The online version contains all of the content of the 20-volume printed set and is updated with over 1,000 new entries each quarter. This resource is recommended for all courses that include written assignments.

Oxford Reference Online

Oxford Reference Online contains the full text of over 100 specialized dictionaries and encyclopedias in virtually all disciplines. This resource is appropriate for quick reference in all subjects.

Routledge Encyclopedia of Philosophy

The Routledge Encyclopedia of Philosophy features over 2000 original articles from over 1300 leading international experts across the discipline of philosophy. The articles cover topics such as ethics, moral development, and the world's religions. There is a summary at the beginning of each in-depth article, enabling the encyclopedia to meet the needs of users at a variety of levels. This resource is recommended for courses in humanities, ethics, religion, and critical thinking.

Routledge Reference Resources

Routledge Reference Resources provides cross-searchable access to online reference books from Taylor and Francis. Current subjects covered include religion, philosophy, and politics.

Webster's Third New International Dictionary, Unabridged

Webster's Third New International Dictionary, Unabridged is the largest and most comprehensive dictionary produced in North America. This dictionary lists over 470,000 words and contains advanced searching capabilities. Webster's Third New International Dictionary, Unabridged reflects American English, with spellings and usages common in other countries noted when appropriate.

Xreferplus

Xreferplus contains the full text of over 100 specialized dictionaries and encyclopedias in virtually all disciplines. This resource is appropriate for quick reference in all subjects.

JOURNAL INDEXES AND ABSTRACTS

CINAHL

CINAHL (Cumulative Index to Nursing and Allied Health Literature) is a comprehensive index of published literature in the nursing field. Some article listings will link to full text if available; other

documents listed may be obtained from other databases or in hard copy. This resource is recommended for advanced courses in nursing.

Cochrane Collection

The Cochrane Collection contains three components devoted to evidence-based medicine. The Cochrane Collection is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy. This resource is recommended for advanced courses in nursing and health care. The Cochrane Controlled Trials Register is a bibliography of controlled trials identified by contributors to the Cochrane Collaboration and others, as part of an international effort to hand search the world's journals and create an unbiased source of data for systematic reviews. The Cochrane Database of Systematic Reviews contains full text articles, as well as protocols focusing on the effects of healthcare. Data is evidence-based medicine and is often combined statistically (with meta-analysis) to increase the power of the findings of numerous studies, each too small to produce reliable results individually. The Database of Abstracts of Reviews of Effectiveness (DARE) includes abstracts of published systematic reviews on the effects of health care from around the world, which have been critically analyzed according to a high standard of criteria. This database provides access to quality reviews in subjects for which a Cochrane review may not yet exist.

Criminal Justice Abstracts

Criminal Justice Abstracts, a database produced by Sage Publications, identifies and summarizes literature covering all aspects of criminal justice. Please note that Criminal Justice Abstracts is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy.

ERIC

ERIC is a comprehensive index of journal articles, dissertations, conference proceedings, and other research in all aspects of education. Some document listings will link to full text if available; other documents listed may be obtained from other databases or in hard copy. This resource is recommended for intermediate and advanced courses in education.

Library, Information Science & Technology Abstracts (LISTA)

LISTA provides an index of more than 600 periodicals, books, research reports, and proceedings. Subject coverage includes librarianship, classification, catalogueing, bibliometrics, online information retrieval, information management, and more. Coverage in the database extends back to the mid-1960s. Please note that LISTA is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy.

MEDLINE

MEDLINE is produced by the National Library of Medicine and functions as a comprehensive index of literature in medicine, nursing, dentistry, veterinary medicine, and health care. Some article listings will link to full text if available; other articles listed may be obtained from other databases or in hard copy. This resource is recommended for advanced courses in nursing and health care.

National Criminal Justice Reference Service Abstracts

National Criminal Justice Reference Service Abstracts, a database produced by the United States Department of Justice, identifies and summarizes literature related to all aspects of criminal justice. Please note that National

Criminal Justice Reference Service Abstracts is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy.

PsycEXTRA, produced by the American Psychological Association (APA), is a companion to the scholarly PsycINFO database. The document types included in PsycEXTRA consist of technical, annual, and government reports; conference papers; newsletters; magazines; newspapers; consumer brochures; and more. This database includes extensive coverage of grey literature relating to psychology and the behavioural sciences. Please note that PsycEXTRA is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy.

PsycINFO

PsycInfo is a comprehensive index of published literature in psychology and mental health. Some article listings will link to full text if available; other documents listed may be obtained from other databases or in hard copy. This resource is recommended for advanced courses in counselling and human services.

SocINDEX

SocINDEX provides comprehensive coverage of sociology, encompassing all sub-disciplines and closely related areas of study. These include abortion, criminal justice, ethnic and racial studies, gender studies, marriage and family, political sociology, religion, rural and urban sociology, social development, social psychology, social structure, social work, sociological research and theory, substance abuse, violence, and many others. Please note that SocINDEX is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy.

TEST GUIDES AND PREPARATIONS

Mental Measurements Yearbook

The Mental Measurements Yearbook, produced by the Buros Institute, contains listings and reviews of test instruments used in counselling, human services, psychology, and related professions. Typical test entries include descriptive information, professional reviews, and reviewer references. To be included, a test must be commercially available, be published in the English language, and be new, revised, or widely used since it last appeared in the series. Please note that this database does not contain the actual tests but instead functions as a directory and evaluative guide.

Testing and Education Resource Enter

Testing and Education Reference Center provides practice exams for numerous standardized tests, including CLEP. Additional functions of this database include directories of degree and certificate programs in all disciplines.

WRITING AND PUBLISHING RESOURCES

Books in Print

Books in Print is a professional bibliographic database than lists more than five million in-print, out-of-print, forthcoming, book, audio book, and video titles. Please note that Books in Print does not contain the actual text of books, but instead functions as a directory.

Papers Invited

Papers Invited is a searchable directory of calls for participation from professional associations, universities, journal editors, and other conference organizers. This resource is recommended for faculty members and graduates students searching for appropriate venues at which to share their research findings. A variety of additional features are available to users who sign up for the optional personalized service. At this time, only users with email addresses ending in email.uophx.edu are eligible for the personalized service. Additional email domains will be supported in the near future.

Spanish Books in Print

Spanish Books in Print is a professional bibliographic database that lists Spanish-language in-print, out-of-print, forthcoming, book, audio book, and video titles. Please note that Spanish Books in Print does not contain the actual text of books, but instead functions as a directory.

Ulrich's Periodicals Directory

Ulrich's Periodicals Directory is a directory providing detailed, comprehensive, and authoritative information regarding periodicals published throughout the world. It covers all subjects, and includes publications that are published regularly or irregularly and are circulated free of charge or by paid subscription. Please note that Ulrich's does not provide access to the periodicals themselves. Potential uses of Ulrich's include verifying if periodicals are peer-reviewed (also known as refereed) or identifying potential journals for submission of manuscripts.

What's the Rule

What's the Rule is a set of easy-to-follow explanations and illustrations of the principles of English grammar, punctuation, and sentence structure. What's the Rule includes quizzes to test knowledge of writing concepts. This resource is recommended for all courses that require written assignments.

3. Number of professional periodicals subscribed to:

The University of Phoenix Library subscribes to 15,937 distinct periodical titles.

Thousands of scholarly journals and periodicals holding millions of full-text articles relevant to each University degree program are contained in the databases. See response above.

4. Other library facilities in close geographical proximity for student access:

While the University Library sees digital distribution of information as the optimal means of fulfilling most student and faculty information needs, there is also an acknowledged need to procure documents not available online.

To address these needs, the University Library has entered into a partnership with Michigan Information Transfer Source (MITS), an entrepreneurial arm of the University of Michigan libraries. The University Library has designated MITS its preferred provider for all documents not available within University Library resources. Incoming requests, received via the "Request a Specific Document" form on the Library Web site, or via direct links from within certain key indexing and abstracting services offered by the Library (e.g. ERIC, PsycINFO, SocINDEX), are queued for initial screening by library staff. Library staff reviews each request, confirms that the requested document is not available via University Library resources, and forwards all requests

requiring external fulfillment to MITS.

MITS can provide documents from within the vast holding of the University of Michigan libraries. If University of Michigan does not have the requested document available within its own collection, MITS can often procure the document from secondary suppliers and, acting as intermediary, forward the document to the University Library, which in turn ensures its delivery to the requestor. All documents obtained through this supply channel are procured in a manner that is consistent with copyright law.

For the vast majority of requests, delivery of the target document is digital, specifically in the form of a PDF file. This option is generally available for journal articles, government documents, and individual chapters or small segments of books. In cases in which the learner has requested a document that is not eligible for digital delivery due either to length or copyright restrictions (e.g. a complete book), physical shipment of the item to the requestor is arranged. MITS typically sends the item directly to the requestor. The shipment includes not only the requested library material, but also a shipping label that allows the requestor to return the material directly to MITS.

The University's document delivery and interlibrary loan services are available without cost to all students and faculty. All fees for document scanning, shipping, and copyright compliance are absorbed by the University Library. In addition, students at University of Phoenix are generally unrestricted in their usage of document delivery and interlibrary loan services. The University Library does not impose a limit of the number of documents requested during any time period, as long as the student is enrolled and does not have outstanding charges for lost, damaged, or overdue items.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: below **Full-time:** **Part-time:**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution University of Phoenix - Indianapolis & Merrillville

Name of Program Master of Arts in Education/Secondary Teacher Education

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) MA

Name of Person Preparing this Form Austin Rhodes, Asst. General Counsel

Telephone Number 602-557-1795 **Application Type**

Date the Form was Prepared February 19, 2008 ☒ **New** ☐ **Renewal**

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Master of Arts in Education/Secondary Teacher Education (MAED/TED-S) is a graduate degree program preparing candidates for teacher licensure. The guiding philosophy of the MAED/TED-S program is to provide the adult student, who already has a degree in a discipline other than education, with the skills and knowledge that will allow them to become a competent and effective educator. This program focuses on secondary student learning by improving the educator's responsibility for that learning.

Student teaching is an integral component of the Teacher Education Program. It provides students with a field-based experience at the appropriate grade and content level. Student teachers work with a cooperating teacher from a school site and with a University of Phoenix faculty advisor. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and to present individuals with growth opportunities that best prepare them to assume the duties of a certified classroom teacher.

Throughout the program, students are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels. The focus of each observation will relate to specific course content. Documentation will be maintained in the student's professional portfolio.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Master of Arts in Education/Secondary Teacher Education

TOTAL COURSE HOURS: 35 Check one: Quarter Hours ☐ ☒ Semester Hours

Semester Hours ☐

Clock Hours

LENGTH OF PROGRAM: **68 weeks** TUITION: **\$495 credit hour**

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MTE507	Orientation to Teacher Education	0
COM516	Professional Communication	1
MTE501	The Art and Science of Teaching	2
MTE508	Models, Theories and Instructional Strategies	3
MTE520	Maintaining an Effective Learning Climate	3
MTE506	Child and Adolescent Development	2
MTE561	Action Research	3
RDG542	Curriculum Constructs and Assessment: Reading Methods for Secondary Settings	3
SPE514	Survey of Special Populations	2
SEI500	Structured English Immersion	3
varied	Secondary Methods and Assessment	3
varied	Secondary Elective	2
SEC519	Secondary Student Teaching Part A	4
SEC520	Secondary Student Teaching Part B	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

Number of Credit/Clock Hrs. in Specialty: 35 / Percentage: 100%
Number of Credit/Clock Hrs. in General Courses: / Percentage:

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Overview of the University Library

University of Phoenix is home to an extensive state-of-the-art digital library that uses current information technology to provide relevant and timely information in support of the learning process. This medium of retrieving scholarly and professional material is uniquely suited to the mission of this University, an institution that exists to serve the large population of working adults, both students and faculty, and provides programs primarily in professional and managerial disciplines. The online distribution of scholarly resources provides functional access to the kinds of information University of Phoenix students are expected to use throughout academic programs and careers.

The University Library serves the academic research needs of students, faculty, staff, and alumni of University of Phoenix. The Dean of University Learning Resources and an experienced team under the Dean's management ensure that a comprehensive array of information resources and services are available to all University of Phoenix users, regardless of location, degree program, or modality of instruction.

Library Staffing

The Dean's direct reports include an Assistant University Librarian, who manages most relationships with the Library's information providers; a Web Developer, who ensures the technical infrastructure of the Library; an Operations Supervisor, who oversees all customer service transactions; and a team of experienced reference librarians, each one of whom holds a master's degree in library science from an institution accredited by the American Library Association, the pre-eminent accrediting body for institutions offering graduate library education in the United States and Canada.

University library staffing levels are as follows:

Dean and University Librarian 1

Assistant University Librarian 1

<u>Part-Time Librarians</u>	<u>5</u>
<u>Web Developer</u>	<u>1</u>
<u>Web Content Administrator</u>	<u>1</u>
<u>Library Documentation Administrator</u>	<u>1</u>
<u>Library Operations Supervisor</u>	<u>1</u>
<u>Library Research Specialists</u>	<u>4</u>

Because the University provides the same centrally managed resources and services to all students regardless of location, these employees are based at the University's central offices in Phoenix rather than at a specific campus location. Virtually all library resources and services are available at all times via the Web. Research guidance and document/delivery functions are available seven days a week.

2. Number of volumes of professional material:

The University of Phoenix Library has several thousand volumes of ebooks available, as well as access to several million hard copy volumes via interlibrary loan services. Other library materials include over 100,000 online, full-text dissertations, financial reports on over 10,000 public companies, and numerous reference sources.

The University Library subscribes to a broad spectrum of online information resources. These database subscriptions provide access to scholarly content generally unavailable through free Web search utilities. Resources are selected by the Assistant University Librarian acting in consultation with the deans and faculty of University of Phoenix. Student and faculty suggestions are an important input into the purchasing process, and several resource acquisitions have resulted from user suggestions.

At the present time, the University Library subscribes to 88 distinct online information services and continues to add content in response to the programmatic and geographic expansion of University of Phoenix. The following online resources are currently offered to all library users:

ARTICLE DATABASES—MAJOR

These databases are appropriate for all subjects and are configured to provide full-text articles.

EBSCOhost

EBSCOhost includes the full text of nearly 8,000 periodicals, including over 4,000 peer-reviewed journals. Information in EBSCOhost is from current and authoritative journals, magazines, pamphlets, and newsletters. Full-text information is provided on a broad range of topics including business, current affairs, criminal justice, health, and multi-cultural issues.

ProQuest

ProQuest® includes full text coverage of over 9,000 periodicals and over 4,000 peer-reviewed journals. Information found within ProQuest® focuses on business, computing, education, health care, security, and telecommunications. Periodicals unique to ProQuest® are Wall Street Journal, Education Forum, Education Today, Criminal Law Forum, Police, New York Times,

USA Today, and Advanced Practice Nursing Quarterly. Thomson Gale PowerSearch™ Thomson Gale PowerSearch™, formerly InfoTrac OneFile®, includes full text access to over 13,000 periodicals and more than 6,000 peer-reviewed journals, with historical coverage from 1980. Periodical coverage focuses on a wide range of topics including business, computers, current events, economics, education, environmental issues, health care, humanities, law, politics, science, social sciences, technology, the arts, and many general interest topics.

ARTICLE DATABASES—SPECIALIZED

These databases provide overviews and articles on computer science, political and social interests, world business and current affairs, distance learning, history, health and wellness, and various specialized topics.

ACM Digital Library

The ACM (Association for Computing Machinery) Digital Library contains over 69,000 full-text and conference proceedings related to all aspects of computer science. This resource is recommended for courses in information systems and technology.

Business & Company Resource Center

Business & Company Resource Center is a comprehensive business database with content from periodicals, newsletters, directories, financial reports, and other authoritative sources. This database allows searching by company name, keywords, and other criteria. Tabbed results pages show different sources of information available for each company or subject covered in the database.

Business Insights

Business Insights, formerly known as Reuters Business Insight offers in-depth research reports regarding industries, marketing, and technologies. This database is recommended for courses in business and technology management.

Business Source Complete

Business Source Complete contains full text journals in all disciplines of business, including marketing, management, accounting, finance, and economics. Additional content includes SWOT analyses, case studies, financial data, conference proceedings, investment research reports, industry reports, market research reports, and more. Search criteria include keywords, company names, industries, and markets.

CQ Electronic Library

CQ Electronic Library is a suite of reference products from Congressional Quarterly®. Contents include CQ Researcher, CQ Weekly, the Electronic Encyclopedia of American Government, the electronic version of the Washington Information Directory (eWID), the CQ Public Affairs Collection, CQ Insider, and the CQ Supreme Court Collection. This resource is recommended for courses in critical thinking, government, law, political science, and public affairs.

Economist.com

Economist.com is the premier online source for the analysis of world business and current affairs, providing authoritative insight and opinion on international news, world politics, business, finance, science, and technology, as well as overviews of cultural trends and industry, business and, country surveys. Economist.com publishes all articles from The Economist print edition (including those printed only in British copies) plus a searchable archive of all the Economist's articles back to January 2000. Links to other articles and to relevant sources on the web are

included with many of the stories.

Educational Pathways

Educational Pathways (EdPath) is a newsletter that covers distance learning initiatives, programs, and practices. Articles are composed through in-depth interviews with educators working in the field and reflect some of the latest advances and practices in higher education.

Emerald

Emerald is a collection of scholarly journals in the field of management and business, with additional coverage in the areas of library science, information science, and criminal justice. All journals in Emerald are considered peer-reviewed.

Factiva

Factiva, a joint venture of Dow Jones and Reuters, provides news focused on business, companies, products, markets, and current events from more than 9,000 authoritative sources including The Wall Street Journal, the Financial Times, Dow Jones and Reuters newswires, the Associated Press, Reuters Fundamentals, Dun & Bradstreet, and Bureau van Dijk company profiles.

Facts.com

Facts.com includes the Facts On File World News Digest, Editorials on File, Issues and Controversies on File, Reuters New Service, Today's Science of File, and the World Almanac and Book of Facts. This resource is useful for research about news events of the past 60 years and is especially recommended for courses in critical thinking and 20th century history.

Faulkner's Advisory on Computers and Communications Technologies

Faulkner's Advisory on Computers and Communications Technologies (FACCTS) provides in-depth coverage of information technology and telecommunications. This database contains reports, diagrams, charts, tables, and illustrations on all aspects of computer technology and telephony. This resource is recommended for courses in information systems and technology, as well as technology management.

Health and Wellness Resource Center

The Health and Wellness Resource Center includes approximately 300 pamphlets, links to journal articles from InfoTrac OneFile, and many encyclopedias, including the following titles: Clinical Reference Systems, The Gale Encyclopedia of Childhood & Adolescence, The Gale Encyclopedia of Medicine, Medical and Health Information Directory, PDR Family Guide to Nutrition and Health, and the Gale Encyclopedia of Alternative Medicine. This resource is recommended for courses in nursing, health care, and nutrition.

International Security and Counter Terrorism Reference Center

International Security and Counter Terrorism Reference Center offers information on many dimensions of security terrorism. Content includes hundreds of full text journals and periodicals, hundreds of thousands of selected articles, news feeds, reports, summaries, FAQs, and proprietary Background Information Summaries that pertain to terrorism and security.

Journals@Ovid

Journals@Ovid provides full-text access to leading journals of nursing and medicine from Lippincott, Williams, & Wilkins. This resource is recommended for courses in nursing and health care.

NBER Working Papers

The National Bureau of Economic Research (NBER) Working Papers database contains original research from 1994 to the present on a variety of topics in all aspects of economics. This resource is recommended for advanced courses in business and economics.

Opposing Viewpoints Resource Center

Opposing Viewpoints Resource Center includes the Greenhaven Press Opposing Viewpoints reference books as well as relevant magazine articles and other appropriate information sources. This resource is useful for research about controversial social issues and is especially recommended for introductory courses.

Policy Central

Policy Central is a comprehensive database of United States politics, government, and public affairs. Publications within the database include the Almanac of American Politics®, American Health Line™, National Journal®, Technology Daily, and many other valuable sources. This resource is recommended for courses in political science, health care administration, technology management, and all other subjects related to public policy.

ProQuest Historic Newspapers

ProQuest Historic Newspapers contains the full-text of five leading newspapers: the Christian Science Monitor, the Los Angeles Times, the New York Times, the Wall Street Journal, and the Washington Post. Coverage extends back to the first date of publication for all papers. For the most current issues of these papers, please use the main ProQuest link located under the heading "Article Databases -- Major."

PsycARTICLES

PsycARTICLES is a database of full-text articles from 53 journals published by the American Psychological Association (APA), the APA Educational Publishing Foundation, the Canadian Psychological Association, and Hogrefe & Huber. Coverage extends from 1985 to the present.

RDS Business Reference Suite

The RDS Business Reference Suite incorporates three separate components: TableBase, a database of statistical tables drawn from a variety of sources; Business and Management Practices, an index of solutions to common workplace issues; and Business and Industry, a database of articles from trade journal and industry newsletters. All three are available through a unique interface that allows highly advanced searching. Please note that RDS Business Reference Suite is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy. This resource is recommended for intermediate and advanced courses in business.

Roll Call

Roll Call is a leading publication covering Congressional news and information regarding U.S. politics. Roll Call provides up-to-the-minute news of the legislative and political events on Capitol Hill. The online version provides not only the full content of the print edition but also breaking news stories.

Sage Full Text Collections

Sage Full-Text Collections is a suite of over 200 journals from Sage Publications in the disciplines of Communication Studies, Criminology, Education, Management and Organization

Studies, Nursing and Health Sciences, Political Science, Psychology, Sociology, and Urban Studies and Planning. All journals in Sage Full-Text Collections are considered peer-reviewed.

Security Management Practices

Security Management Practices, produced by Faulkner Information Services, provides full-text reports on topics as protecting organizational assets, implementing security measures, developing security strategy, enforcing security standards, maintaining relationships with law enforcement and other security-related agencies, conducting security audits, and other matters related to security for businesses and organizations. This resource is recommended for courses in criminal justice, information technology, security management, and technology management.

BASES DE DATOS EN ESPAÑOL

Consulta

Ocenet Consulta is a database containing more than 200,000 articles in Spanish with contents from all Spanish speaking countries. Its reference information is based fundamentally in the editorial resources of Oceano, also including magazine articles and specialized publications revised and indexed daily by professional editors. It has a special section of basic resources including original historical documents and key works in universal literature.

Enciclopedia Universal en Español

The most complete encyclopedia in Spanish, the Enciclopedia Universal en Español contains more than 47,000 articles in addition to 8,300 photos and images. It also provides a 65,000-entry dictionary, a world atlas, and historical chronologies. It is an excellent resource for Spanish-speakers, bilingual students, and students learning Spanish.

Factiva en Español

Factiva en Español, a joint venture of Dow Jones and Reuters, provides news focused on business, companies, products, markets, and current events from more than 9,000 authoritative sources including The Wall Street Journal, the Financial Times, Dow Jones and Reuters newswires, the Associated Press, Reuters Fundamentals, and Dun & Bradstreet. The user interface defaults to the user's browser settings so the interface can be viewed in the several different languages. Database content are predominantly in Spanish.

Fuente Academia

Fuente Academia is a full-text Spanish language index to over 200 scholarly academic journals from Latin and South America.

Latin American Newsstand

Latin American Newsstand includes the full text of over 35 leading newspapers from numerous locations, including Argentina, Brazil, Chile, Colombia, Costa Rica, Ecuador, Guatemala, Mexico, Peru, Puerto Rico, Uruguay, and Venezuela. The interface is in Spanish; database content is predominantly Spanish with some additional content in Portuguese and English.

Ocenet Administración de Empresas

Ocenet Administración de Empresas is a database of specialized resources in economy and business administration. It is directed especially at economics students and business schools as well as at business professionals. It is a learning-support tool that also incorporates useful information for professional practice like the macro figures and micro economics of various countries—with emphasis on Spanish-speaking countries. This database concentrates

information from various sources, offering a complete vision, both theoretical and practical, of the subject as it relates to business administration and economics. It includes reference information, specialized books, teaching works, specialized serial publications, economic indicators, and dictionaries.

Ocenet Medicina y Salud

Ocenet Medicina y Salud is a resource centre containing specialized information on medicine, healthcare facilities, and health. It is directed at medical students, healthcare facilities, and careers related to healthcare. It combines various sources of information to offer a complete vision of all subjects of interest to healthcare professionals, in both theoretical and practical points of view. It includes materials for physicians, teaching materials, specialized serial publications, healthcare facility protocols, an anatomical atlas, and medical dictionaries.

BOOKS, DISSERTATIONS, AND THESES

Books@Ovid is a searchable collection of clinical texts in nursing and health sciences from Lippincott Williams & Wilkinson. Specific titles cover topics in critical care, pediatric nursing, emergency medicine, pharmaceutical drug references, nursing research, and theory. The complete text of each book is viewed in an interlinked interface, giving quick access to research and reference information. While Books@Ovid is a searchable database of book content for in-depth research, the contents are not downloadable electronic books.

Oxford Scholarship Online

Oxford Scholarship Online is a database containing the full text of over 1000 scholarly books from Oxford University Press in the areas of economics and finance, philosophy, political science, and religion. Specially-commissioned abstracts and keywords are available at both the book and chapter level. This resource is recommended for advanced courses in economics and finance as well as electives in philosophy, political science, and religion. While Oxford Scholarship Online is a searchable database of book content for in-depth research, the contents are not downloadable electronic books.

ProQuest Digital Dissertations and Theses – Full Text

ProQuest Dissertations and Theses -- Full Text contains the full text of over 600,000 dissertations and theses from universities throughout the United States and Canada. Almost all dissertations published since 1997 are available online with numerous older dissertations added continuously.

PsycBOOKS

PsycBOOKS, a resource from the American Psychological Association (APA), is a database of more than 13,000 chapters from over 700 books published by the APA and other distinguished publishers. The database includes scholarly titles published by the APA from copyright years 1953 - 2004. New book chapters are added continuously 18 months after initial publication. Database content includes 100 out-of-print books, classic books of landmark historical impact in psychology, and more than 1,500 authored entries from the APA/Oxford University Press Encyclopedia of Psychology. While PsycBOOKS is a searchable database of book content for in-depth research, the contents are not downloadable electronic books.

CANADIAN CONTENT

Canada Info Desk

Canada Info Desk is a comprehensive directory of businesses and organizations throughout

Canada. The directory includes over 100,000 entries and provides both basic and advanced search capabilities.

Canadian Newsstand / CBCA Complete

Canadian Newsstand and Canadian Business and Current Affairs (CBCA) Complete are two databases with a Canadian emphasis hosted on the ProQuest platform. Canadian Newsstand includes daily newspapers from throughout Canada. CBCA Complete includes trade publications and academic journals with particular emphasis on business, current events, and education.

CPIQ

CPIQ, the online version of the Canadian Periodicals Index provides indexing and full-text coverage of selected Canadian and international periodicals from 1980 to the present. CPIQ is the Library's exclusive online source for the Globe and Mail.

COMPANY DIRECTORIES AND FINANCIALS

Dun & Bradstreet Key Business Ratios

Dun & Bradstreet Key Business Ratios provide industry averages for popular ratios that measure solvency, efficiency, and profitability. This resource is recommended for courses in finance.

Investext Plus

Investext Plus provides complete images in PDF format of analysts' reports on a variety of industries and publicly traded companies. The reports found in Investext Plus can be used for access to detailed information about earnings, growth, market share, and other aspects of company and industry performance. This resource is recommended for courses in finance, marketing, and management.

Leadership Library on the Internet

The Leadership Library on the Internet, which is updated daily, is a unique personnel contact database that integrates the print 14 Yellow Book directories. The Leadership Library enables users to find contact information for 400,000 individuals at 40,000 leading U.S. government, business, professional, and nonprofit organizations. Please note that the University Library's academic subscription does not include list downloading capabilities.

Marketline Business Information Center

Marketline Business Information Center, formerly known as Datamonitor Business Information Center, provides detailed coverage of companies, industries, and countries. Included are over 10,000 company profiles, over 2000 industry profiles, and over 50 country profiles. Most profiles are updated on a quarterly basis and average 100 pages in length. A "News and Comment" section also provides commentary on events affecting businesses throughout the world.

Mergent's BondViewer

Mergent's BondViewer provides access to a wide range of bond data including issuer, bond level terms, and condition data for U.S. taxable bonds, municipal bonds, and retail notes. Details include company description, offer amount, industry code, CUSIP and historical pricing, corporate actions related to significant events, and current and historical ratings. Coupon details include payment schedule, amount outstanding, interest frequency, and bond type.

Mergent Online™

Mergent Online™ contains detailed financial reports concerning public companies throughout the world. This resource is recommended for courses in finance.

Plunkett Research Online

Plunkett Research Online provides industry-specific research portals for important business sectors. For each industry covered, available components include market research and trends, company profiles, statistics, associations/organizations, and a glossary.

Reference USA

Reference USA provides a comprehensive directory of businesses in the United States and Canada. Searches can combine multiple criteria, allowing for generation of customized lists of businesses. This resource is recommended for courses in business.

COUNTRY PROFILES AND ECONOMIC DATA

CountryWatch

CountryWatch combines information from a variety of sources into one easy-to-use format. Statistics, breaking news, and overviews are available for virtually all of the world's nations. This resource is recommended for courses in geography and international business.

Culturegrams™

Culturegrams™ provides concise, reliable cultural information for more than 175 countries of the world. Each entry includes detailed information about history, customs, lifestyle, and government. This resource is recommended for courses in geography, history, international business, and bilingual education.

EIU Country Intelligence

EIU Country Intelligence provides in-depth coverage of countries throughout the world. Specific components of EIU Country Intelligence include Country Commerce, Country Finance, Country Profiles, and Country Reports. This resource is recommended for courses in international business.

EIU Data Services

EIU Data Services features two components: EIU Country Data, a comprehensive database of economic indicators and forecasts, covering 278 series for 117 countries, as well as 40 regional aggregates, running from 1980 and forecasting out five years, and EIU Market Indicators & Forecasts, a powerful database of economic, demographic, consumption and industry data on 60 major countries, stretching back to 1990 and forward five years.

EIU® Viewswire®

EIU® Viewswire® provides current coverage of political and economic trends in 195 countries. Risk analysis and economic forecasts are provided for virtually all nations. This resource is recommended for courses in economics and international business.

Euromonitor Global Market Information Database

The Euromonitor Global Market Information Database (GMID) is an integrated online information system providing key business intelligence on countries, companies, markets, and consumers. Components include country statistics, market data, lifestyle indicators, country profiles, and company overviews.

Europa World Plus

Europa World Plus is a comprehensive review of cultural, economic, and political circumstances in nations and regions throughout the World. This database contains in depth country profiles, as well as profiles of major international organizations.

National Trade DataBank

National Trade Data Bank, an important resource from the United States Department of Commerce, is particularly valuable for information about exporting and international markets. This resource is recommended for courses in international business.

Political Risk Yearbook

The Political Risk Yearbook documents political trends in 106 countries with particular emphasis on risks that could affect business conditions and investments. This resource is recommended for courses in international business.

State of the Nation

State of the Nation provides various financial and economic data from throughout the federal government and other related entities. This resource is recommended for courses in economics and finance.

ENCYCLOPEDIAS AND DICTIONARIES

American National Biography

American National Biography contains over 18,000 detailed portraits of people from all eras who have influenced and shaped American history and culture. All of the content of the 24-volume printed edition is included in the online version. This resource is recommended for courses in history.

Britannica Online

Britannica Online contains the complete text of the prestigious and authoritative Encyclopaedia Britannica, as well as additional content from the Britannica Student Encyclopedia, the Britannica Elementary Encyclopedia, the Britannica Concise Encyclopedia, the Britannica Internet Guide, Merriam-Webster's Collegiate Dictionary, and Merriam-Webster's Thesaurus. Britannica Online allows keyword searching as well as browsing by article titles. This resource provides background information suitable for virtually all academic subjects.

Grolier Online

Grolier Online includes both the encyclopedia Americana and the Grolier Multimedia Encyclopedia. This resource is recommended for beginning courses in all subjects.

Grove Art

Grove Art, the online equivalent of the 34-volume printed set, provides over 45,000 articles and over 22,000 image links related to all genres, schools, and media in the visual arts. This resource is recommended for courses in the humanities and art education.

Grove Music

Grove Music, the online equivalent of the 29-volume New Grove Dictionary of Music and Musicians, second edition and The New Grove Dictionary of Opera, provides access to over 29,000 articles covering all aspects of music throughout the ages. This resource is recommended for courses in the humanities and art education.

Oxford Dictionary of National Biography

The Oxford Dictionary of National Biography contains over 50,000 detailed portraits of people from all eras who have influenced and shaped the history and culture of the United Kingdom and the British Isles. All of the content of the 60-volume printed edition is included in the online version. Please note that the Dictionary of National Biography includes only deceased individuals. This resource is recommended for courses in history. Oxford English Dictionary
The Oxford English Dictionary is a prestigious resource containing not only definitions and pronunciations, but also extensive etymological information. Over 500,000 words are included and their history is documented by over 2.5 million quotations from a wide range of classic and contemporary sources. The online version contains all of the content of the 20-volume printed set and is updated with over 1,000 new entries each quarter. This resource is recommended for all courses that include written assignments.

Oxford Reference Online

Oxford Reference Online contains the full text of over 100 specialized dictionaries and encyclopedias in virtually all disciplines. This resource is appropriate for quick reference in all subjects.

Routledge Encyclopedia of Philosophy

The Routledge Encyclopedia of Philosophy features over 2000 original articles from over 1300 leading international experts across the discipline of philosophy. The articles cover topics such as ethics, moral development, and the world's religions. There is a summary at the beginning of each in-depth article, enabling the encyclopedia to meet the needs of users at a variety of levels. This resource is recommended for courses in humanities, ethics, religion, and critical thinking.

Routledge Reference Resources

Routledge Reference Resources provides cross-searchable access to online reference books from Taylor and Francis. Current subjects covered include religion, philosophy, and politics.

Webster's Third New International Dictionary, Unabridged

Webster's Third New International Dictionary, Unabridged is the largest and most comprehensive dictionary produced in North America. This dictionary lists over 470,000 words and contains advanced searching capabilities. Webster's Third New International Dictionary, Unabridged reflects American English, with spellings and usages common in other countries noted when appropriate.

Xreferplus

Xreferplus contains the full text of over 100 specialized dictionaries and encyclopedias in virtually all disciplines. This resource is appropriate for quick reference in all subjects.

JOURNAL INDEXES AND ABSTRACTS

CINAHL

CINAHL (Cumulative Index to Nursing and Allied Health Literature) is a comprehensive index of published literature in the nursing field. Some article listings will link to full text if available; other documents listed may be obtained from other databases or in hard copy. This resource is recommended for advanced courses in nursing.

Cochrane Collection

The Cochrane Collection contains three components devoted to evidence-based medicine. The Cochrane Collection is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy. This resource is recommended for advanced courses in nursing and health care. The Cochrane Controlled Trials Register is a bibliography of controlled trials identified by contributors to the Cochrane Collaboration and others, as part of an international effort to hand search the world's journals and create an unbiased source of data for systematic reviews. The Cochrane Database of Systematic Reviews contains full text articles, as well as protocols focusing on the effects of healthcare. Data is evidence-based medicine and is often combined statistically (with meta-analysis) to increase the power of the findings of numerous studies, each too small to produce reliable results individually. The Database of Abstracts of Reviews of Effectiveness (DARE) includes abstracts of published systematic reviews on the effects of health care from around the world, which have been critically analyzed according to a high standard of criteria. This database provides access to quality reviews in subjects for which a Cochrane review may not yet exist.

Criminal Justice Abstracts

Criminal Justice Abstracts, a database produced by Sage Publications, identifies and summarizes literature covering all aspects of criminal justice. Please note that Criminal Justice Abstracts is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy.

ERIC

ERIC is a comprehensive index of journal articles, dissertations, conference proceedings, and other research in all aspects of education. Some document listings will link to full text if available; other documents listed may be obtained from other databases or in hard copy. This resource is recommended for intermediate and advanced courses in education.

Library, Information Science & Technology Abstracts (LISTA)

LISTA provides an index of more than 600 periodicals, books, research reports, and proceedings. Subject coverage includes librarianship, classification, catalogueing, bibliometrics, online information retrieval, information management, and more. Coverage in the database extends back to the mid-1960s. Please note that LISTA is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy.

MEDLINE

MEDLINE is produced by the National Library of Medicine and functions as a comprehensive index of literature in medicine, nursing, dentistry, veterinary medicine, and health care. Some article listings will link to full text if available; other articles listed may be obtained from other databases or in hard copy. This resource is recommended for advanced courses in nursing and health care.

National Criminal Justice Reference Service Abstracts

National Criminal Justice Reference Service Abstracts, a database produced by the United States Department of Justice, identifies and summarizes literature related to all aspects of criminal justice. Please note that National Criminal Justice Reference Service Abstracts is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy.

PsycEXTRA, produced by the American Psychological Association (APA), is a companion to the scholarly PsycINFO database. The document types included in PsycEXTRA consist of technical, annual, and government reports; conference papers; newsletters; magazines; newspapers; consumer brochures; and more. This database includes extensive coverage of grey literature relating to psychology and the behavioural sciences. Please note that PsycEXTRA is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy.

PsycINFO

PsycInfo is a comprehensive index of published literature in psychology and mental health. Some article listings will link to full text if available; other documents listed may be obtained from other databases or in hard copy. This resource is recommended for advanced courses in counselling and human services.

SocINDEX

SocINDEX provides comprehensive coverage of sociology, encompassing all sub-disciplines and closely related areas of study. These include abortion, criminal justice, ethnic and racial studies, gender studies, marriage and family, political sociology, religion, rural and urban sociology, social development, social psychology, social structure, social work, sociological research and theory, substance abuse, violence, and many others. Please note that SocINDEX is not a completely full-text database. Some document listings will link to full text; other documents listed may have to be obtained from other databases or in hard copy.

TEST GUIDES AND PREPARATIONS

Mental Measurements Yearbook

The Mental Measurements Yearbook, produced by the Buros Institute, contains listings and reviews of test instruments used in counselling, human services, psychology, and related professions. Typical test entries include descriptive information, professional reviews, and reviewer references. To be included, a test must be commercially available, be published in the English language, and be new, revised, or widely used since it last appeared in the series. Please note that this database does not contain the actual tests but instead functions as a directory and evaluative guide.

Testing and Education Resource Enter

Testing and Education Reference Center provides practice exams for numerous standardized tests, including CLEP. Additional functions of this database include directories of degree and certificate programs in all disciplines.

WRITING AND PUBLISHING RESOURCES

Books in Print

Books in Print is a professional bibliographic database than lists more than five million in-print, out-of-print, forthcoming, book, audio book, and video titles. Please note that Books in Print does not contain the actual text of books, but instead functions as a directory.

Papers Invited

Papers Invited is a searchable directory of calls for participation from professional associations, universities, journal editors, and other conference organizers. This resource is recommended for faculty members and graduates students searching for appropriate venues at which to share their research findings. A variety of additional features are available to users who sign up for the

optional personalized service. At this time, only users with email addresses ending in email.uophx.edu are eligible for the personalized service. Additional email domains will be supported in the near future.

Spanish Books in Print

Spanish Books in Print is a professional bibliographic database that lists Spanish-language in-print, out-of-print, forthcoming, book, audio book, and video titles. Please note that Spanish Books in Print does not contain the actual text of books, but instead functions as a directory.

Ulrich's Periodicals Directory

Ulrich's Periodicals Directory is a directory providing detailed, comprehensive, and authoritative information regarding periodicals published throughout the world. It covers all subjects, and includes publications that are published regularly or irregularly and are circulated free of charge or by paid subscription. Please note that Ulrich's does not provide access to the periodicals themselves. Potential uses of Ulrich's include verifying if periodicals are peer-reviewed (also known as refereed) or identifying potential journals for submission of manuscripts.

What's the Rule

What's the Rule is a set of easy-to-follow explanations and illustrations of the principles of English grammar, punctuation, and sentence structure. What's the Rule includes quizzes to test knowledge of writing concepts. This resource is recommended for all courses that require written assignments.

3. Number of professional periodicals subscribed to:

The University of Phoenix Library subscribes to 15,937 distinct periodical titles.

Thousands of scholarly journals and periodicals holding millions of full-text articles relevant to each University degree program are contained in the databases. See response above.

4. Other library facilities in close geographical proximity for student access:

While the University Library sees digital distribution of information as the optimal means of fulfilling most student and faculty information needs, there is also an acknowledged need to procure documents not available online.

To address these needs, the University Library has entered into a partnership with Michigan Information Transfer Source (MITS), an entrepreneurial arm of the University of Michigan libraries. The University Library has designated MITS its preferred provider for all documents not available within University Library resources. Incoming requests, received via the "Request a Specific Document" form on the Library Web site, or via direct links from within certain key indexing and abstracting services offered by the Library (e.g. ERIC, PsycINFO, SocINDEX), are queued for initial screening by library staff. Library staff reviews each request, confirms that the requested document is not available via University Library resources, and forwards all requests requiring external fulfillment to MITS.

MITS can provide documents from within the vast holding of the University of Michigan libraries. If University of Michigan does not have the requested document available within its own

collection, MITS can often procure the document from secondary suppliers and, acting as intermediary, forward the document to the University Library, which in turn ensures its delivery to the requestor. All documents obtained through this supply channel are procured in a manner that is consistent with copyright law.

For the vast majority of requests, delivery of the target document is digital, specifically in the form of a PDF file. This option is generally available for journal articles, government documents, and individual chapters or small segments of books. In cases in which the learner has requested a document that is not eligible for digital delivery due either to length or copyright restrictions (e.g. a complete book), physical shipment of the item to the requestor is arranged. MITS typically sends the item directly to the requestor. The shipment includes not only the requested library material, but also a shipping label that allows the requestor to return the material directly to MITS.

The University's document delivery and interlibrary loan services are available without cost to all students and faculty. All fees for document scanning, shipping, and copyright compliance are absorbed by the University Library. In addition, students at University of Phoenix are generally unrestricted in their usage of document delivery and interlibrary loan services. The University Library does not impose a limit of the number of documents requested during any time period, as long as the student is enrolled and does not have outstanding charges for lost, damaged, or overdue items.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: below **Full-time:** **Part-time:**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

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